



# JOB OPPORTUNITY

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**Announcement Number:** 06-393  
**Position Title:** **Web Content Specialist**  
**Series and Grade:** PG-0301-7/9/11/12  
**Salary Range:** \$36,671 - \$84,559 PA  
**Promotion Potential:** PG-12  
**Opening Date:** 04/12/06  
**Closing Date:** 05/02/06  
**Location of Position:** Information Dissemination/Superintendent of Documents  
Library Services and Content Management  
Library Planning and Development  
ID Web Content, Washington, DC  
**Number of Openings:** Three (3)  
**Type of Appointment:** Permanent (Career or Career-Conditional)  
**Work Schedule:** Full-time (Shift 1)  
**Who May Apply:** All U.S. Citizens

## **ABOUT THE GPO:**

Today, the GPO is at the epicenter of technological change as it embraces its historic mission while looking to the digital future. The men and women of the GPO are hard at work transforming the agency into a digital information processing facility that will continue Keeping America Informed into the 21st century and beyond. Come be a part of history in the making as the largest information processing, printing, and distribution facility in the world transforms into a revolutionary digital facility.

## **MAJOR DUTIES:**

The incumbent plans and delivers web content management for the *GPO Access* Service and assists in providing consultation and advice to Federal agency customers and partners involved in working with GPO on informational web sites. Specifically, the incumbent designs, develops, and maintains new and updated web pages, services, and applications on *GPO Access*, Ben's Guide to Government for Kids, and the FDLDP Desktop through the utilization of new and emerging tools and technologies; and works with top managers to develop new web content and initiatives. The incumbent also designs, develops, tests, and maintains GPO Online Bookstore interfaces and applications in support of the Publication and Information Sales business unit; and works with the Marketing area to create and implement online promotional products and features. Identifies Internet solutions to business process requirements; reviews, tests and recommends solutions for new web-based information dissemination channels; Evaluates database-driven web applications and technical developments, and assists the Web Content Manager in offering advice and guidance to CIO staff with respect to customer functionality requirements as related to the implementation of database-driven technologies. Works closely with Chief Information Officer's (CIO's) organizational components to achieve compatibility and compliance of web design and user interfaces with *GPO Access* Web Design Guidelines and legislative mandates. The incumbent develops documentation of policies and procedures for *GPO Access* services, and helps to identify new ways to organize Web-based content to promote the effective use of *GPO Access* by customers. Performs other related duties as assigned.

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Incumbents at the PG-07 and PG-09 grade levels perform the duties described above as an advanced trainee serving in a developmental capacity under closer supervision and guidance where work is more closely reviewed to assure compatibility with organizational goals and effectiveness in meeting objectives.

**QUALIFICATIONS NEEDED:**

Applicants must possess 52 weeks of specialized experience at the next lower grade level. Specialized experience is experience that is directly related to this position and has equipped the applicant with the particular knowledge, skills, and abilities in order to successfully perform the duties described above. Specialized experience is described as experience designing, developing, and maintaining web pages, services, and applications utilizing new and emerging tools and technologies. Applicants may substitute education as described below; or combine education with specialized experience to meet minimum qualification requirements for this position as indicated below.

**PG-07:** Applicants must have completed a 4-year course of study leading to a bachelor's degree in addition to completion of 1 full year of graduate level education; **OR** have acquired Superior Academic Achievement (S.A.A.) which recognizes students who have achieved superior academic standing in a curriculum that is qualifying for this line of work which is evidenced by:

1. *Class standing*--Applicants must be in the upper third of the graduating class in the college, university, or major subdivision, such as the College of Liberal Arts or the School of Business Administration, based on completed courses.
2. *Grade-point average (G.P.A.)*--Applicants must have a grade-point average of 3.0 or higher out of a possible 4.0 scale.
3. *Election to membership in a national scholastic honor society*--Applicants can be considered eligible based on membership in one of the national scholastic honor societies listed in the *Association of College Honor Societies: Booklet of Information* (1992-95) and/or *Baird's Manual of American College Fraternities* (1991).

**PG-09:** In addition to completion of a 4-year course of study leading to a bachelor's degree; applicants must possess a master's or equivalent graduate degree **OR** have completed 2 full years of progressively higher level graduate education leading to such a degree.

**PG-11:** In addition to the requirements cited above; applicants must possess a Ph.D or equivalent doctoral degree **OR** have completed 3 full years of progressively higher level graduate education leading to such a degree.

**PG-12:** Applicants must possess 52 weeks of specialized experience equivalent to the PG-11 grade level.

All qualification must be met by the closing date of this announcement.

**HOW YOU WILL BE EVALUATED:**

If you meet the qualifications described above, you will be further evaluated based on your narrative responses to each knowledge, skill, ability and other characteristic (KSAO) listed below. Your narrative responses should explain how your experience, education, training, awards and appraisals demonstrate that you possess each KSAO. When describing your KSAOs, please be sure to explain how often you

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used the skills, the complexity of the knowledge you possessed, and give examples of problems handled and results achieved. Please limit your narrative response statements to one page per KSAO.

You must submit separate narrative response statements for each KSAO with your application package.

**Knowledge, Skills, and Abilities and Other Characteristics required for this position:**

1. Knowledge of emerging information dissemination technologies and web content management tools and technologies, and industry standards and best practices for web design, content management, usability, accessibility, and privacy.
2. Skill in developing and updating web pages and applications using industry standard software, tools, technologies, and practices.
3. Ability to design programs and techniques to effectively develop and enhance GPO web services, as to provide the most functional and useful services possible to a wide and diverse range of customers.
4. Ability to communicate effectively both orally and in writing.

**HOW TO APPLY:**

There is certain information that we must have to determine if you meet the legal requirements for Federal employment and to evaluate your qualifications for this specific position. If your application package does not provide all the information requested, you will lose consideration for the job.

**STEP 1:** Complete a resume or an Optional Form 612 “Optional Application for Federal Employment” (OF-612). The OF-612 is available electronically at [http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf). If you submit a resume, make sure it contains all the pertinent data requested in the OF-612, including your social security number. To assist you in sending in a complete resume, use our checklist at [http://www.gpo.gov/careers/pdfs/Resume\\_Checklist.pdf](http://www.gpo.gov/careers/pdfs/Resume_Checklist.pdf).

**STEP 2:** Prepare separate narrative responses to each of the KSAOs listed in this announcement.

**STEP 3:**

**Current and Former Federal Employees (including GPO employees):** Attach a copy of your most recent Standard Form (SF)-50 and performance appraisal as proof of status or reinstatement eligibility. GPO Employees may obtain a copy of their SF-50 and Performance Appraisal from the Human Capital Business Center in Room C-106. Time in grade requirements must be met by the closing date of this announcement under merit promotion procedures.

Applications will be accepted from both status and non-status candidates. Status candidates who wish to be considered under both merit promotion and competitive procedures must submit two (2) complete applications. When only one (1) application is received, it will be considered under merit promotion procedures only.

**Veterans:** Attach a copy of your most recent DD-214, “Certificate of Release or Discharge from Active Duty” or letter from the Veterans Administration documenting your military service. Veterans who are 1) preference eligibles or 2) who have been separated from the armed forces under honorable conditions after 3 years or more of continuous active service or 3) meet other eligibility requirements under veteran appointing authorities may apply to this announcement. For more specific information about your veteran’s preference and eligibility, please visit <http://www.opm.gov/veterans/>.

**Applicants with Disabilities:** If you are seeking an excepted appointment based on a disability, please attach a certification from a State or District of Columbia rehabilitation counselor indicating that you can perform the duties of the position and are eligible for an excepted appointment based on a physical or mental disability.

**STEP 4:** Assemble your application package and hand-deliver, e-mail, fax, or mail your application to GPO using the information below. If sending an application via email, you must include the vacancy announcement number in the subject line and fax/mail all additional documentation by the closing date.

**Send Your Complete Application Package to:**

Application Processing, STP: HCD  
U.S. Government Printing Office  
732 N. Capitol Street, NW  
Washington, DC 20401  
FAX: (202) 512-1292  
Email: [applicationprocessing@gpo.gov](mailto:applicationprocessing@gpo.gov)

**For Additional Information Please Contact:**

Valerie J. Tripp  
Information Dissemination  
Human Capital Team  
Phone: (202) 512-1178  
TDD: (202) 512-1519

**Your complete application package must be received at the address above by 12:00 midnight on the closing date of the announcement. Due to delays in processing mail, you are encouraged to hand-deliver, e-mail, or fax your application package.**

**Applicants will receive written notification of their application status following an initial review of the application by Human Capital and when a final selection has been made.**

**PRE-EMPLOYMENT CONSIDERATIONS:**

Selectees must successfully pass a drug test and background check before appointment. Current GPO employees are not subject to these requirements.

GPO will not pay relocation costs.

**BENEFITS:**

The Federal government offers a number of exceptional benefits to its employees. We offer a broad array of benefits programs and family friendly flexibilities to meet your and your family's needs. These benefits include, but are not limited to: health care, life insurance, flexible spending and dependent care accounts, annual and sick leave, long-term care insurance, and retirement savings plans. For more information about these benefits, please visit <http://www.usajobs.opm.gov/ei61.asp>.

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